

DOCUMENT MANAGEMENT

Introducing Doc-Em

Integrated with Accfin Professional Series

ACCFIN

SOFTWARE THAT WORKS
THE WAY YOU THINK

We deliver unique and creative back-office solutions for accounting firms. Tax Manager, Tax Advisor, iTax Connect, Secretarial Assistant and Time Right are our market leading products. We now have great pleasure in introducing **Doc-Em** the ultimate document management system that works with our products.

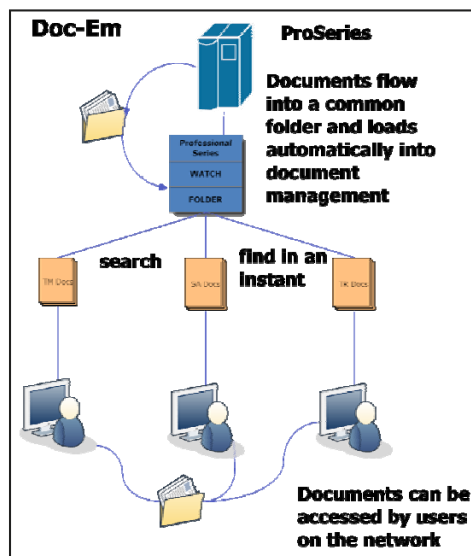
WE NOW HAVE GREAT PLEASURE IN INTRODUCING THE ULTIMATE DOCUMENT MANAGEMENT SYSTEM FOR THE ACCOUNTING PROFESSION

PROFESSIONAL SERIES LINKS WITH DOCUMENT MANAGEMENT

Professional Series generates lots of paper, letters, forms, reports, registers and many many emails. **Doc-Em** is the system that will now catch all the paper and the emails and allow users of the system to file and access the documents instantly using client codes names and transaction type and parts of any text within a document. From within Professional Series you can file any document, letter, form, invoice and statement and it will be automatically be moved into the document management system called **Doc-Em** for instant retrieval at any time.

ELECTRONIC ARCHIVING AND DOCUMENT SETUP

Doc-Em provides convenient, secure access to documents stored in a central database, easily searched by index or content. Search results can be viewed, annotated, printed, e-mailed or faxed with no file movement required. A full audit trail history is maintained for all document activity. A flexible and powerful permissions structure provides a highly secure environment for all documents. Documents may have any number of attachments, and can be linked to other documents for easy cross-referencing. Documents can be automatically imported via fax, email or watch folders.



EMAIL ARCHIVING AND RECORDS MANAGEMENT

Doc-Em integrates seamlessly with MS Exchange Server to automatically store e-mails and attachments for efficient search and retrieval. E-mails can optionally be converted to PDF/A for secure compliance storage.

DOCUMENT ROUTING, GROUP-FLOW AND WORKFLOW

Doc-Em supports the forwarding and routing of documents to users or groups of users. Sequential routes and rules-based workflows can also be set up. All actions and annotations are seamlessly audited.

ACCOUNTING FIRM SPECIALISTS
Accfin has specialized in supplying systems to accounting firms for the last 25 years. We are renowned for inventing the category of software called taxation management as well as company secretarial management within an accounting firm in South Africa.

Accfin has always had a remarkable number of firsts to its name. We were the first to obtain copyright approval for an IRP6 and now we are the first company to be able to eFile a tax return out of our tax preparation package called Tax Advisor. We will be the first company to receive back an assessment in an electronic format from SARS.

Our software has unique differences in comparison to competitors that set us apart. By making use of our tasking system which make every transaction in our system multi dimensional a practitioner can control virtually every aspect in his practice that he wishes.

TAX SYSTEMS—TAX MANAGER AND TAX ADVISOR

With **Doc-Em** accounting firms now no longer need to keep all their tax documents in hard copy format in a file. From within Tax Manager and Tax Advisor by making use of the **Send To File Document** option, letters, reports and schedules and forms can be filed in **Doc-Em** for instant filing and later accessed by users on the network. Not only can the user file the documents but they can convert each document to a PDF format retaining the original document for editing if necessary. Each document filed can be accessed instantly in seconds. If you are looking for say an assessment letter type in **ASS** and the **client code** and it will appear in a second.

COMPANY SECRETARIAL SYSTEMS

With the advent of the new companies bill every secretarial document from forms to minutes, resolutions and registers can be stored for immediate access in seconds. **Doc-Em** is also ideal in keeping the various versions of share registers or any register as they are generated for access any time in the future. Every form or document generated by Secretarial Assistant can be automatically filed in **Doc-Em**.

COMPANY WIDE DOCUMENT FILING

Any documents scanned or sent to the specified folder on the network can automatically be loaded and stored in **Doc-Em** for instant access by authorised users.

SECURE AND TAMPERPROOF

All the documents are secure and tamper proof.

"There is no doubt in my mind that Accfin's professional Series is without doubt the best back office solution for the accounting profession"

WELL KNOWN PRACTITIONER IN THE EASTERN CAPE



IMAGINE BEING ABLE TO ACCESS ANY PIECE OF PAPER IN YOUR OFFICE IN A SECOND FROM YOUR DESKTOP OR ANYWHERE ON THE NETWORK!

Efficiency. Improve. Advance.

THIN CLIENT BASED—NO BAND WIDTH

Doc-Em simply requires the ubiquitous Adobe Acrobat Reader and a local web browser to run.

When forwarding documents within a typical workflow environment, the document remains in its central repository without any file movement across the client network. Bandwidth constraints are only applicable when viewing documents.

Where documents are in PDF format, these can be optimized for reduced file size and prepared for page-at-a-time downloading, also known as byte serving, or as Fast Web View in Adobe Acrobat.

AUTOMATED PDF CREATION

Doc-Em can be configured to maintain both the source file together with its equivalent PDF file.

Where this option is required the source file is converted to PDF and is available to all users who have "view" access without author rights on a particular document.

Scanned images in PDF format can also be available as "text searchable" PDF documents. The integrity of the PDF image remains intact with a "layer" of text behind the un-editable image, allowing for text searches within the document using **Doc-Em** built in "text search" mode.

COST OF DOCUMENT MANAGEMENT

Most firms work on the basis of a file for every client that they have. One for tax, one for secretarial work, one for general correspondence and each time a piece of paper comes into the office the document is filed into the respective file.

The cost of maintaining these files is pretty costly but the real costs comes about when a piece of paper is misfiled. It will never be found again unless

somebody happens to be paging through that file.

Take for example say when a clerk takes a file, forgets about it, leaves it in his bottom desk draw, goes on leave and then a senior person or partner wishes to find that file and they spend a good few hours trying to locate that file the cost of finding the file in any particular documentation is pretty steep. If everything is contained in a central repository then each and every person who have been given the rights can have this file.

"Doc-Em completes Accfin's back office system and takes care of your filing"

Contact us for a free consultation.

9 KRAMER ROAD CORNER DESMOND AVENUE, KRAMERVILLE, SANDTON TEL 0861ACCFIN
MARK@ACCFIN.CO.ZA WWW.ACCFIN.CO.ZA

ACCFIN

SOFTWARE THAT WORKS
THE WAY YOU THINK